



LCSW Supervision Program Certified Social Worker (CSW) Service Description

Job Title: Behavioral Health Professional under Clinical Supervision

Position Summary: Utilize knowledge of psychodynamics, human relations, crisis intervention, psychopathology and group dynamics to treat individuals affected by an emotional disorder and mental illness in order to alleviate stress, reduce contributing factors to the disorder/illness and assist with the growth and development related to the health of the individual.

Job Requirements & Qualifications:

Education – Must have a Masters in Social Work degree from an accredited college or university.

License/Certification – Must have and maintain valid CSW certification. To maintain CSW licensure the employee will complete 30 hours of continuing education credits every three years, which includes three hours of ethics, two hours of HIV/AIDS, two hours of domestic violence and two hours of shaken baby syndrome training. (Will provide an up-to-date copy of certification to employer.)

Other Skills – The ability to engage with a broad and diverse group of clientele, which includes, but is not limited to age, gender, socially constructed “race”, sexual orientation, disability, faith or lack thereof in an equitable manner that does not cause disproportionate outcomes.

Other Requirements – Safe and reliable transportation. A valid drivers license and automobile insurance. (Will provide an up-to-date copy of license and insurance to employer.) A computer that is compatible with employer’s electronic medical record (EMR) program and has reliable Internet connectivity.



Job Duties and Responsibilities:

Will provide the practice of clinical social work under clinical supervision with an approved contract by the Kentucky Board of Social work. The practice of clinical social work shall be based on knowledge of psychodynamics, human relations, crisis intervention, psychopathology and group dynamics.

Will attend weekly supervision (individual or group) aimed at enhancing professional development in providing clinical social work practice. Will develop and possess skills necessary for individual, marital, family and group psychotherapy; and other recognized treatment modalities.

Will continue in supervision until successful completion of the LCSW examination and formal notice of Board approval.

All therapy procedures will follow the guidelines associated with each disciplines regularly accepted norms. Activities of the therapeutic process may include:

1. Evaluation or Assessment that includes behavioral and/or bio-psychosocial information and results in a diagnosis and specific treatment recommendations. Complete a Child and Adolescent Functioning Assessment Scale (CAFAS) assessment at intake, every three months thereafter and at discharge/exit. Complete a Child and Adolescent Service Intensity Instrument (CASII) every three months of service. For children under the age of 5 complete the Early Childhood Service Intensity Instrument (ESCII) and for adults complete the Level of Care Utilization Service (LOCUS) instrument. (Specialized assessments can also be provided as requested by the treatment team.)

2. Design and implementation of interventions to facilitate treatment goals, which focus on an emotional disorder and mental illness as related to the total health of the individual. Participate in the treatment planning process with a service team of family members, caregivers, and/or other providers.

3. Utilization of the following modalities:
 - a. Individual therapy, which is a face-to face therapy service provided in accordance with the recipient's treatment plan and provided to a recipient individually; and provided by a behavioral health professional under clinical supervision.
 - b. Group therapy, which is a face-to-face behavioral health therapy service provided in accordance with a recipient's collaborative treatment plan and provided to a recipient in a group setting not to exceed eight individuals and provided by a behavioral health professional under clinical supervision.
 - c. Collateral service, which is a face-to-face behavioral health consultation or service meeting with a parent, legal representative, school personnel, or other person with custodial control or supervision of the recipient; provided in accordance with a collaborative service plan or as part of the service planning process; and provided by a behavioral health professional under clinical supervision.
4. Documentation of services in accordance with Medicaid and Managed Care Organizations' regulations. Maintain case record through an electronic medical record system (EMR). Complete electronic progress note of billable service within 48 hours of the service start time. (For example, if session starts at 3:00pm on Tuesday, then the electronic note must be completed and signed prior to 3:00pm on Thursday.) Complete notes pertaining to phone calls or other forms of communication to team members. Document interruption of service provision (cancellations, no shows, etc.). Complete monthly supervision logs at the end of each month in a timely manner.
5. Verification of insurance coverage and eligibility of services. Obtain and maintain authorization for services as needed from Managed Care Organizations. Monitor and track insurance authorization so that approval for services stay current during service provision.
6. Facilitation and documentation of Discharge Planning. Complete discharge plan and provide a copy to parent/guardian, primary care physician and/or aftercare provider and place in EMR within 10 days of discharge.
7. Maintenance of client confidence and protection of operations by keeping information confidential.



8. Compliance with Federal, State and Local legal requirements for the provision of social work practice.

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LCSW Supervisee

12/22/2022

Date

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LCSW Supervisor

12/24/2022

Date


